

**CHATTANOOGA–HAMILTON COUNTY BICENTENNIAL LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE**

MINUTES

BOARD MEETING – JANUARY 18, 2011

4:30 P.M.

The Board of Directors of the Chattanooga–Hamilton County Bicentennial Library met on January 18, 2011, at 4:30 p.m., in the Board Room with Mr. David Turner presiding.

The following members were present: Herb Cohn
Andy Derryberry
Mai Bell Hurley
Rickie Pierce
David Turner
Barbara Wofford

Also present were Kino Becton, Friends' Council; Eva Johnston, interim director; Eileen Johnson, fiscal coordinator; Andria Davis, community relations coordinator; and May Langmann, administrative assistant.

APPROVAL OF THE MINUTES OF THE NOVEMBER 16, 2010, BOARD MEETING:

Mrs. Rickie Pierce moved that the minutes of the November 16, 2010, meeting be approved, Mr. Andy Derryberry seconded the motion and it was unanimously approved and carried.

A quorum was not present. Approval of the minutes will be ratified the next time a quorum is present.

TREASURER'S REPORT:

Ms. Mary Lou Drazich was absent. Mr. David Turner asked Mrs. Eileen Johnson to give the treasurer's report. Mrs. Johnston proceeded to review the December financial statement.

Income:

Library Store receipts almost doubled due to a holiday sale held in the auditorium. Receipts increased by almost \$2,400.00 over November sales.

Under Deferred Credits/Refunds, Mrs. Johnson explained that one of the library's new online databases was determined to be incompatible with our present CARL automation system. As a result, the library asked for and received, a full refund on the subscription price.

Expenses:

Mrs. Johnson reported that because of an on-the-job injury, we had an expenditure of \$3,463 in December. There will probably be more expenses in the future. Under Building and Grounds Maintenance, we had expenditures of \$13,063.06. Northgate and Ooltewah/Collegedale parking lot repairs totaled \$8,300. Maintenance staff replaced the lights on the poles in the parking lot at the South Chattanooga Library for a cost of \$1,200. The balance of the expenses listed in the treasurer's report is the regular monthly janitorial service and grounds maintenance fees.

On-Demand:

The library had receipts of \$3,462.00 for the month. We purchased items in the amount of \$2,832.82 and have a net income of \$5,606.81.

Mr. Turner reported that the library has received funding from the City and County for the repair of the roof over the Children's Department and for the repair of the elevator. Mrs. Johnston said she talked to the engineer last Friday and he promised he would have the specifications for the elevator to Danny Thornton (Manager of Real Property for the City of Chattanooga) on Monday morning. If the engineer stays on schedule, we can advertise the bidding process this weekend. Mr. Turner expressed concern about the length of the repair process. He continued by expressing gratitude to the City and County for promptly processing allotted monies. Unfortunately, the contract award process is not as expeditious.

FRIENDS' REPORT:

Mr. Turner welcomed Mr. Kino Becton to the meeting. Mr. Becton explained that he would be serving as Acting Chair of the Friends of the Library Executive Council for the next six months or so. He hopes the Friends Council will have a chairperson by the end of that time. He said the Friends have not met yet for the month of January; they will meet on Thursday, January 20. They are looking into changing the date of their meeting because he has a conflict on Tuesdays, their regular meeting day. The Friends will probably choose to meet on Wednesdays or Thursdays. Mr. Becton said he would be meeting with Mrs. Johnston and some library staff tomorrow to go over important issues involving the Friends and the library. He hopes he will have more to report in next month's meeting.

DIRECTOR'S REPORT:

Mrs. Johnston reported that the branches are now open an extra day per week. As predicted circulation statistics went up. Statistics for the South Chattanooga Library, whose hours did not change, went down slightly. The main library's statistics continued to decrease. However, she explained that with online renewals rising, our overall statistics have increased. An increasing number of people are using our website to renew their books.

Mrs. Johnston said that Ms. Andria Davis has continued to work with the decorators to improve the look of the downtown building. These changes have taken a minimal amount of money, money that the Friends have provided. The maintenance staff has painted accent walls on two floors per the decorators' recommendation. The decorators also recommended moving some photos and rearranging furniture to enhance the library's public spaces. Our maintenance staff is taking some of our shelving, which is not very sturdy, and cutting the shelving off to make low shelving for the first floor. Following the library consultants' recommendations, our goal is to make the downtown library open, airy, and feel like a bookstore. We are doing that without any cost to the library, although maintenance staff did ask for a cut-off saw.

Automation – we have completed the Polaris administration training. Yesterday's training included how to set up the number of days we are closed during the year; set up for holidays; how many days the books are due, etc. Today's topic was cataloging. Tomorrow, half a day is devoted to cataloging followed by public services. For three days staff will learn circulation practices – how to check out the books, how to do a reserve, how to register a patron.

The main library successfully connected to the new system; but we are having connection problems with the branches. Mrs. Johnston does not know if it is a network, EPB, or some other problem, but stated we will work it out. Polaris is helping us find a solution.

Mrs. Johnston informed the Board that she and Mr. Turner went to a meeting for the new Eastgate Library. At the meeting, Carol Berz reiterated that the committee should not worry about funding the project. Mrs. Johnston observed that the committee is very interested in the project; they have a new building; and it is going to take a large investment of capital. She pointed out the library was supposed to be in the building before the lease ran out November 1, 2010.

Mrs. Johnston reported that Ms. Davis has been working on a 501(c)(3) status for *ClubLib*. Mrs. Johnston is asking the Friends for funds to file the paperwork. Ms. Davis has the charter ready to file as soon as she gets a check. When Ms. Davis gets the charter, she will be able to apply to the IRS for tax-exempt status. We do have a tax ID number ready. As far as she knows now, the cost will be \$950.00.

Mrs. Johnston explained why she is requesting special Board approval for payment to Lyrasis. Although it is in our current budget, anything over \$10,000 requires independent Board approval. She has prepared a letter for Mr. Turner to sign saying this is approved by the Board, which will be sent to the City for a requisition to pay the invoice. Mrs. Johnson said this is a line item in the budget but the City needs further documentation to proceed.

Mrs. Mai Bell Hurley moved, Mr. Herb Cohn seconded the motion that the annual payment to Lyrasis in the amount of \$20,000 be approved. It was unanimously approved and carried.

Mrs. Johnston called the Board's attention to her qualifications, which she attached to her Director's Report. She has worked at this library for the majority of her 40-year career. A lot of people know her history but some do not.

Mrs. Rickie Pierce complimented Mrs. Johnston on her very first handling of the Board meeting.

OTHER MATTERS:

Mr. Turner said he and Mrs. Hurley have talked about and agreed that the time of the board meeting should be moved back to 4:00 p.m. The 4:30 p.m. meeting time was an accommodation for two people, one of which is no longer on the Board. He asked the board members present how they would feel about a 4:00 o'clock meeting time.

Mr. Herb Cohn moved that we change our board meetings to 4:00 o'clock. Mrs. Rickie Pierce seconded the motion. It was unanimously approved and carried.

The new meeting time will start with next month's meeting.

At this point, Mr. Turner asked Mrs. Johnston to leave the room.

Mr. Turner told the Board about an uncomfortable situation in which Mrs. Johnston, despite 22 years of professional service to this library and being promoted to Assistant Director of the library by Mr. David Clapp, was being paid the lowest level on the City's pay scale for the Assistant Director position. We currently have three staff members reporting to Mrs. Johnston who make more money than she does. Mrs. Johnston makes \$61,000; Mr. Clapp made \$88,000. One of the three people Mrs. Johnston supervises earns \$67,000. We are under the Sunshine Law, Mr. Turner said, this information is reported on the City's website, making for this uncomfortable situation. He proposes, and he needs the Board's support, to move Mrs. Johnston to the mid-point on the pay scale for the Assistant Director's position, which is \$77,000.

*Mrs. Mai Bell Hurley moved that Mrs. Johnston's salary be adjusted to \$77,000 per year.
Mr. Herb Cohn seconded the motion and it was unanimously approved and carried.*

Mr. Cohn said that people are often compensated based on the number of people they supervise. She supervises a lot of people and she has a lot of responsibilities. He added that he is sorry we did not do this before now.

Mrs. Eileen Johnson told the Board that under the City payroll system, Mrs. Johnston is recognized as the Interim Director. She is actually in the Director's slot because there is no Interim Director position.

Mrs. Hurley asked what the salary range is for the director. Mr. Turner replied the range is \$82,309.19 to \$127,631.34.

This new salary for Mrs. Johnston will be effective January 1, 2011, when she became Interim Director.

Mr. Cohn stated that every library employee earns their pay and everybody agreed.

There were no other comments or discussions. Mr. Turner adjourned the meeting at approximately 5:00 p.m.

David Turner
Chair